

ACQUISITION PLANNING ESTIMATING WORKSHEET

Project Name:

Worksheet Start Date:

Worksheet Last Updated:

Executive Sponsor:

Worksheet Completion Date:

#	Activity	Rationale for Estimation	SFA Estimate (Days)	Contractor Estimate (Days)	Total Estimate (Days)	Total Actual (Days)	Start Date	Completion Date	Best Practice Estimate
PLANNING (Vision Phase of SDLC):									
Entry Criteria: An SFA business issue in need of an IT solution is identified, and a member of the SFA Management Team is designated to oversee the development of the solution.									
Business Case									
1	Formulate Acquisition team to develop Business Case								
	Team Members Trained for Acquisition (Awareness Presentation)								
	Research for Business Case								
	Develop Business Case								
	Develop High Level Requirements								
	Review by GM								
	Develop initial Acquisition Plan								
	Total Business Case days		0	0	0	0			
	Decision Support Group								
2	Preparation								
	DSG Review								
	Update Business Case as Needed								
	Update Acquisition Plan as Needed								
	Follow Up								
	Total DSG days		0	0	0	0			
Investment Review Board									
3	Preparation								
	IRB Review								
	Update Business Case and Acquisition Plan as Needed								
	Follow Up								
	Total IRB Days		0	0	0	0			
Statement of Objectives									
4	Developed								
	Request for Proposal								
	Total SOO days		0	0	0	0			
Task Order									
5	Develop Technical Proposal								
	Develop Cost Proposal								
	Review Proposal								
	Negotiations								
	Total Task Order Days			0	0	0			
Task Order Awarded and Signed									
PLANNING Sub-Total			0	0	0	0			